

67-3386

18 JUL 1967

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT: Agency Notice under Freedom of  
Information Act

1. This memorandum suggests action on your part. Such requested action is contained in paragraph 3.

2. Attached are copies of a proposed CIA Notice prepared for your signature and publication in the Federal Register. The Notice is essentially the draft I handed out at the morning meeting last week. Paragraph 3 is changed somewhat, at the suggestion of the ADDI, primarily to present an attitude of cooperation on the part of the Agency. Minor editorial changes have been made also.

3. We must forward three signed copies to the Federal Register. It is recommended that you sign four copies, one of which would be the Agency record of your approval of the notice. I will forward the three copies to the Federal Register for publication.

SIGNED

LAWRENCE R. HOUSTON  
General Counsel

Attachment

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1 - Ex. Dir. -Compt.  
1 - ER✓

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(EXECUTIVE DIRECTOR FILE *E. R. H.*)

Executive Registry  
67-3386

## CENTRAL INTELLIGENCE AGENCY

### Procedures Governing Public Access to Records of the Central Intelligence Agency

#### 1. Purpose.

Pursuant to the requirements of the Public Information Section of the Administrative Procedure Act (5 U.S.C. 552), the following are established as the rules of procedure with respect to public access to the records of the Central Intelligence Agency.

#### 2. Organization and Requests for Information.

The headquarters of the Central Intelligence Agency is located in Fairfax County, Virginia. Requests for information and decisions and other submittals may be addressed to the Assistant to the Director, Central Intelligence Agency, Washington, D. C. 20505.

#### 3. Procedures for Request of Records.

(a) Requests for access to records of the Central Intelligence Agency may be filed by mail addressed to the Assistant to the Director, Central Intelligence Agency, Washington, D. C. 20505.

(b) Requests need not be made on any special form but may be by letter or other written statement setting forth the pertinent

facts with enough specificity that the requested record can be identified.

(c) If the request does not sufficiently identify the record, the Assistant to the Director shall so inform the requestor who may then resubmit his request together with any additional information which will help to identify it.

(d) When the requested record has been identified the Agency will determine whether it is exempt from public inspection under the provisions of 5 U.S.C. 552(b). If it is exempt, the Assistant to the Director shall deny the request.

(e) If the Agency determines that the requested record is not subject to exemption, the Assistant to the Director will inform the requestor as to the appropriate reproduction fee and upon receipt of this fee, will have the record reproduced and sent to the requestor. Fees paid in accordance with this subparagraph will be paid by check or postal money order forwarded to the Assistant to the Director and made payable to the Treasurer of the United States.

4. Appeals.

Any person aggrieved by any determination made or action taken pursuant to the foregoing provisions of this notice may request

the Executive Director of the Agency to review that determination or action. No specific form is prescribed for this purpose and a letter or other written statement setting forth pertinent facts shall be sufficient. The Executive Director reserves the right to require the person involved to present additional information in support of his request for review. The Executive Director will promptly consider each such request and notify the person involved of his decision.

5. Effective Date.

This notice shall become effective upon its publication in the Federal Register.

/c/ L. K. White

L. K. White  
Executive Director, Central Intelligence Agency  
14 JUL 1967

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